ND NEW HIRE

Main Menu –Workforce Administration – Personal Information – ND Hire
Add – Personal Data
- ❑ Biographical Details
- ❑ Contact Information
- ❑ Regional
- ❑ Organizations Relationships

Job Data
- ❑ Work Location
- ❑ Job Information
- ❑ Job Labor (Not Used)
- ❑ Payroll
- ❑ Salary Plan
- ❑ Compensation

Employment Data
- ❑ Employment Information

Earnings Distribution
- ❑ Job Earnings Distribution

SAVE – NOTE EMPLOYEE ID

Workers' Compensation
- ❑ Workers' Compensation

Emergency Contact
- ❑ Contact Address/Phone
- ❑ Other Phone Number

Designated Medical Provider
Driver's License Date (optional)

PAYROLL

Main Menu– Payroll for North America – Employee Pay Data USA
- ❑ Direct Deposit (the 'Suppress DDP Advice Print' box should be checked for all employees with access to self service)
- ❑ Employee Tax Distribution (review for correct locality information)
- ❑ Employee Tax Data – add a new row (Federal & State)

COMMITMENT ACCOUNTING

Main Menu – Set Up HRMS – Product Related – Commitment Accounting – Budget Information

BENEFITS

Once you have entered and saved the New Hire in Job Data, a benefit event is created. Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour.

Prepare Benefits Options
- ❑ Benefits>Manage Automated Enrollment>Run Automated Event Processing

Enter Benefit Elections
- ❑ Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry
- ❑ Enter dependent information for medical, dental and vision plans
- ❑ Enter employee benefit elections from enrollment forms

Finalize/Close Event
- ❑ Benefits>Manage Automated Enrollment>Run Automated Event Processing